



February 22, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: TAM Work Plan Update, Agenda Item 8

Dear Commissioners:

**Executive Summary**

TAM continues in its transition to becoming an independent agency serving transportation needs in Marin County. With all 5 of its regular full time positions now filled, and continuing to utilize borrowed staff from Marin County Public Works, TAM is continuing in its ability to respond to the needs in its functional areas of Planning, Programming, Financial Management, and Project Delivery.

At its May meeting, the TAM Board adopted Workplans in TAM's 4 primary functional areas. TAM staff committed to coming back to the Board on a quarterly basis summarizing key activity that occurred that quarter. TAM staff reported to the Executive Committee in November 2006 on the current status of major TAM activities at that time. Most activities planned for this Fiscal Year were underway.

At this time, TAM staff bring forward for review and discussion a mid-year assessment of current activities. While staff continue in their efforts to keep the Board and TAM's constituents apprised of milestone goals being met, staff request the TAM Board consider a semi-annual reporting of activity, in concert with the mid-year budget review, then the annual budget cycle. Staff have discovered that the pace of activity more suitably fits a 6-month review of activity, versus a quarterly reporting. The updating exercise will continue to include any new work elements that have come to TAM's attention.

The workplans are meant to guide TAM's work throughout the year and serve as a set of goals for staff to work towards.

Brief summaries are included below, and will be discussed at the TAM Board meeting. The attached work-plans are the complete detail of TAM activity.

**Recommendation: Information Item only. Staff seek concurrence that these updates will occur semi-annually, and are available to answer any questions.**

### **Financial Management**

- Staff continues to work closely with staff in the County's Auditor Controller Office to monitor and manage TAM's general accounting activities. Since starting to use the new SAP Financial System in late July, staff has been testing and exploring the potentials of the new system. As part of the SAP implementation process, staff has refined the coding system for TAM to better track all revenues and expenditures.
- Staff is closely monitoring the monthly disbursement from the Board of Equalization and assigning revenue it receives to each strategy per TAM's Strategic Plan.
- TAM's auditor with R.J. Ricciardi has finished the final draft of TAM's FY2005-06 Financial Audit Report. The COC has reviewed the draft report and is expected to approve the final report in February. Staff will bring the report to the Board for adoption in March.
- Staff has produced its first full financial report, which covers the first half of FY2006-07. The Executive Committee reviewed and provided comments on the format and contents of the report. The full report will be presented to the Board at its February meeting. A quarterly financial report will be provided from now on.
- Staff has finished the final draft of TAM's Investment Policy with the help from TAM's financial advisor and Marin County Treasurer's Office. The policy will be presented to the Board for adoption in March.
- Staff is working with TAM's financial advisor to prepare for possible debt financing in the FY 2007-08, including familiarity with ratings agencies, debt options, legal requirements, etc.
- Staff has been working with the COC and TAM's consultants from CirclePoint on the COC annual report and TAM annual reports. The COC and Executive Committee have reviewed and approved the draft format of the two reports. Staff is planning to take the draft reports to the COC and Board for approval in March.
- Staff has been monitoring Measure A sales tax revenues closely and is working with Board of Equalization staff to build up a monitoring system to track revenues in the county.
- Staff continue to develop internal policies and protocol, including TAM's internal fiscal policy. Purposes of the fiscal policy is to ensure the safety of TAM's funds, the timely process of revenue and invoices received, and to monitor and reconcile revenues and expenses in a timely manner.

## **Planning**

This quarter's changes to TAM's planning work program include schedule adjustments to existing items, additional previously unlisted work associated with familiar programs, and a new work item. Specifically, the work program chart shows:

- **New Work Item: Non-motorized Study implementation.** At its most recent meeting, the county's Non-motorized Transportation Pilot Program (NTPP) Advisory Committee allocated approximately 8%, or \$1.5 to \$1.6 million, of the \$20 million NTPP resources available, to programs designed to educate and encourage conversion of transportation consumers from motorized to non-motorized modes. This item has been added to the planning work program in anticipation that TAM would assume the responsibility for implementing and managing the selected programs. This additional work will require additional staffing to implement.
- **New work in the 3<sup>rd</sup> and 4<sup>th</sup> Quarters associated with, "511.org and commute alternatives."** In anticipation of the start of construction of the Highway 101 Carpool Lane Gap Closure project, TAM has begun discussions with the 511.org Regional Rideshare Program (RRP) aimed at 1. promoting alternatives to single occupant auto use as a congestion reliever during construction and 2. developing a kick-off program when the project opens and a longer term follow-up to encourage continued use. Until now, RRP's efforts have been limited by the relatively insignificant time savings benefits ridesharers currently experience in the corridor. In anticipation of significant time savings for carpool users in the Hwy 101 corridor when the Gap Closure is opened, this effort will revitalize outreach efforts aimed at promoting multiple occupancy vehicle use in the corridor.
- **Schedule Modifications recognizing the on-going nature of projects whose work was previously shown as finished after one quarter.** This includes work, during every quarter, involved in administering the Safe Routes to School Crossing Guard program. Previous reports committed staff to initiating the program, but not the day-to-day management of the contract, including performance monitoring and invoice processing. Similarly, TAM's participation in the MTC Parking Study and the county bike and ped plans has been changed to extend through the end of the fiscal year in recognition that these projects are on-going until final study results are produced in 2008. The TAM-managed Congestion Management Plan (CMP) Update (Item 12) is scheduled to be finished in Fall 2007, so additional work has also been added, in this item, for the 4<sup>th</sup> Quarter.
- **Schedule Modifications intended to advance previously unmet deadlines.** The two examples of this are:
  1. production of the Lifeline Call for Projects which was previously scheduled to be released during the 2<sup>nd</sup> Quarter, but was delayed until January 8 and whose deadline for responses is March 2. Staff has also added 4<sup>th</sup> Quarter work associated with implementing the selected project(s), and
  2. production of the TOD/PeD toolkit, whose first two drafts have been extensively reviewed and are currently undergoing refinement to ensure a quality, user-friendly document. Additional work has been added, therefore, to the 3<sup>rd</sup> and 4<sup>th</sup>

quarters for review steps by the TPLUS advisory committee and the cities before release to the public.

All other planning projects and programs from previous plans have either been completed or are on schedule.

### **Programming**

- Prepared and adopted the 2006 Strategic Plan with several amendments since adoption to the Revenue and Expenditure elements as needed.
- Developed and managed the inaugural School Crossing Guard Program.
- Issued a Call for Projects for Measure A Safe Pathway to Schools funds.
- Prepared on-going Transportation Improvement Program (TIP) amendments and updates.
- Programmed FY 2007/08 Transportation Fund for Clean Air (TFCA) and Regional Bicycle and Pedestrian Program (RBPP) funds to Puerto Suello Hill Bicycle Path Project. RBPP funds were subsequently reprogrammed to San Rafael's Fourth Street Rehabilitation Project.
- Provided program management and oversight on the TFCA Program, including the management support of an audit conducted by the Air District.
- Participated in the development of guidelines for Corridor Mobility Improvement Account (CMIA) and State Local Partnership Program.
- Worked with Caltrans and MTC to submit three applications (Marin-Sonoma Narrows Phase A and B and 580 to 101 Connector) for CMIA funding.
- Allocated Measure A funds to all categories in the Strategic Plan, including transit funding to MCTD, Highway 101 Gap Closure, local jurisdiction streets and roads projects, and safe access to schools program elements
- Provided project delivery and programming support to local cities on state and federal funds, including informing them of upcoming funding opportunities and deadlines on funded projects.
- Tracked on-going legislation that affects funding in Marin County.
- Provided continued advocacy for projects in Marin County at the regional and state levels.
- Programmed projects for the 2006 State Transportation Improvement Program (STIP) Augmentation Program.
- Prepared applications for federal funds for the Marin-Sonoma Narrows Project.

- Attended on-going meetings at the Metropolitan Transportation Commission (MTC), California Transportation Commission (CTC), Self-Help Counties Coalition, and Regional Transportation Planning Agencies (RTPA) association to track legislation and funding issues affecting the Bay Area and Marin County.

**Recommendation: Information Item only. Staff seek concurrence that these updates will occur semi-annually, and are available to answer any questions.**

Attachments: TAM Work Plan: Tables 1-4

**Table 1: Finance Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Coordinate with County on the management of financial accounting system	Manage/Deliver product	Ongoing coopera. & proper handling of TAM accounts	x	x	x	x
2	Operate under County's SAP/MERIT system; compl. training /oversee TAM staff use	Manage/Deliver product	Learn the SAP/MERIT syst., opera. under it w/ no glitches	x	x	X-R	X-R
3	Refine TAM tracking system of revenues and expenditures/ attend to coding system	Manage/Deliver product	Refine off-ledger acctg so exact info available on rev's/exp's	x	x	X-R	X-R
4	Respond in a timely manner to financial issues	Manage/Deliver product	Successful reso. of issues, protecting TAM's interests	x	x	x	x
5	Rpt regularly to Board and Ex Comm., Citizen's Oversight Committee, others as needed	Manage/Deliver product	Quarterly Rpts to Board and reports to COC as-needed	x	x	x	x
6	Develop revisions to FY 2006-07 budget as needed, prepare FY 2007-08 budget	Manage/Deliver product	Mid-year budg.rev. at a min.,		x	x	
7	Prepare FY 2007-08 Budget	Manage/Deliver product	Have the draft ready in March, final adpoted in June		X-R	X-R	
8	Manage Coop Agreemnts (caltrans), and other interagency agreements as necessary	Manage/Deliver product	Caltrans Coop - Gap Clo&Poss. Caltrans Coop on Narrows	x			x
9	Finalize procurement of office equip., supplies and furniture for new office location	Manage/Deliver product	Move-in to new office in August/September	x			
10	Coord. FY 2005-06 audit of County's TAM accounting activity & OC inde. audit of TAM	Manage/Deliver product	Successful audits including addressing of any issues		x	x	

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				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
11	Finalize into TAM Personnel Manual personnel policies, benefits, operating proce., etc.	Manage/Deliver product	Completion of TAM Personnel Manual			x	x
12	Manage necessary consultant support for financial management	Manage/Deliver product	On-call financial support for work peaks & unique support	x	x	x	x
13	Manage debt financing, including Financial Advisor team, bond counsel, underwriter resp.	Manage/Deliver product	Successful Debt Vehicle in place for Hwy 101 Gap Clo				x
14	Develop and Adopt TAM's Investment Policy	Manage/Deliver product	Draft is ready, final be adpoted in March			X-R	
15	Develop and Adopt TAM's Internal Fiscal Policy	Manage/Deliver product	Start in March and finish in June			X-R	X-R
16	Manage TAM Annual Report preparation	Manage/Deliver product	Prepared on a calendar year basis		x	x	X-R
17	Study loan options with other regional agencies to help Measure A cash flow	Manage/Deliver product	Study of the cash flows needs for major capital projects			X-R	X-R

**X** *Original Workplan*

**X-R** *Revised in February 2007*

**(X)** *Deleted in February 2007*

**Table 2: Planning Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Community Based Transportation Plans: San Rafael's Canal Neighborhood	Manage/Deliver product	Complete Plan/Adopt by City & TAM		x		
2	Community Based Transportation Plans: Marin City	Manage/Deliver product	Ongoing outreach & development of draft plan	x	x	x	x
3	Lifeline: Manage Lifeline Capital Call for Projects; coordinate with CBTP's	Manage/Deliver product	Adopt program of projects		(x)	X-R	X-R
4	Manage TLC/HIP Program:	Manage/Deliver product	Ongoing design review w/MTC, respond to scope & cost changes	x	x	x	
5	Manage TLC/HIP Program: Call for Projects for TLC Fall 06 for unused HIP funds	Manage/Deliver product	Adopt program of projects			(x)	
6	Manage TPLUS Advisory Committee & TOD/Ped toolkit completion	Manage/Deliver product	Advise on TOD/Ped toolkit		x	X-R	X-R
7	Coordination with MTC's Parking Management Study	Manage/Deliver product	TAM adoption of final toolkit/ make available to locals/educate on options		x	X-R	X-R
8	Bicycle and Ped plans: manage completion of bike plan updates ; manage contract with Alta(3yrs)	Manage/Deliver product	For FY 2006-07 , complete plan updates for County & Novato		X-R	X-R	x
9	Actively participate in County's Nonmotorized Transportation pilot program	Coordination	Protect TAM's interests in planning & implem. of County Non-motorized prog.	x	x	x	
10	Non-motorized Study Implementation	Manage/Deliver product	Initiate, managed selected programs				X-R
11	Congestion Management Plan : perform traffic counts for updating CMP in 2007	Manage/Deliver product	Completion of counts for inputting into updated CMP in 2007		x		
12	Congestion Management Plan: develop CMP scope for 2008 CMP; hire consultant/manage contract	Manage/Deliver product	Finalize scope through TAM in January 2007, bring consultant team onboard			x	X-R



**Table 2: Planning Function Work Plan for FY 2006-07**

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				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
13	Develop concepts and funding options for countywide transportation plan	Manage/Deliver product	Bring consensus options and funding plan to TAM Board		x		
14	Assess impacts to land use changes for major projects on CMP- perform required transportation modeling	Manage/Deliver product	Ongoing impact analysis	x	x	x	x
15	General Plans: participate in updates / run Marin traffic model as necessary	Manage/Deliver product	Ongoing impact analysis	x	x	x	x
16	Manage Measure A Safe Routes to School program: Parisi Contract for SR2S and Safe Pathways	Manage/Deliver product	Continue SR2S program in Marin County Schools	x	x	x	x
17	Manage Measure A Safe Routes to School program: Crossing Guard contract	Manage/Deliver product	Implement Crossing Guard Program	x	X-R	X-R	X-R
18	Station Area Plans: coordinate with MTC, SCTA, and SMART on MTC mandated station TOD evaluation	Manage/Deliver product	Coord. w/ MTC to deliver extg conditions report & oppy's for densification			x	
19	SMART- coordinate with SMART on finalizing EIR	Coordination	Assure impacts to TAM adequately addressed in Final EIR	x			
20	MTC's RTP- participate/track MTC RTP discussions starting Summer 2006	Coordination	Ongoing coord. re: update to MTC RTP, T-2030	x	x	x	x
21	MTC Corridor Study for 101/Freeway Performance Initiative (FPI)	Advise	Study will be a basis for policies in the next RTP	x	x	x	x
22	MTC's TLC/HIP: coordinate applications from Marin County for Regional TLC/HIP program	Manage/Deliver product	Assure quality candidates from Marin County's jurisdictions	x			

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				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
23	Participate in Marin/Sonoma task force regarding 511 and commute alternatives	Manage/Deliver product	Assure Marin County needs met, i.e., constr impacts, inclu. of local networks	x	x	X-R	X-R
24	Develop approach for 2008 Strategic Plan	Manage/Deliver product	Reach consensus on any new elements to Strategic Plan process and document				x
25	MCTD SRTP and service delivery: provide coordination with MCTD on delivery strategies	Oversight/Coordination	Monitor MCTD 's implem. of SRTP/ seek fund sources for transit needs in MARin	x	x	x	x
26	Manage CEQA review for TAM	Manage/Deliver product	Ongoing review per intergovernmental agency role under CEQA	x	x	x	x
27	Presentations to interest groups about TAM	Manage/Deliver product	Ongoing education of advocacy and public on transpo/land use issues	x	x	x	x
28	Develop project initiation documents for new projects, manage special studies	Manage/Deliver product	Coord. w/ cCaltrans on PSR oppys / Coord w/MTC on Hwy 101 Corr. Analysis		x	x	
29	Manage website and other public information	Manage/Deliver product	Ongoing updates to Website info / format adjustments as needed	x	x	x	x
30	Track new initiatives from SAFETEA LU and MTC such as New Freedom, Small Starts, SR2S	Coordination	Ongoing Board rpts on development of regs/procedures and oppy's for TAM	x	x	x	x
31	Serve as an advisor to the Executive Director on planning/policy issues	Advise	Ongoing interaction with ED	x	x	x	x
32	Coordinate with regional, county and special district representatives	Advise	Ongoing coord. on issues as they arise	x	x	x	x
33	Coordinate programs that support land use and transportation connections	Advise	Ongoing coord. with MTC and fellow CMA's	x	x	x	x
34	Monitor state and federal legislation regarding transportation/land use	Advise	Ongoing Board rpts on development of regs/procedures and oppy's for TAM	x	x	x	x

**Table 2: Planning Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<b>Delivery Expected</b>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
36	Participate in statewide & regional committees related to transportation planning	Advise	Ongoing participation as oppy's arise	x	x	x	x
37	Monitor large transpo projects by other agencies:i.e.Rich- San Rafael Brdg, Doyle Drive, GGNRA Plng	Coordination	Assure TAM concerns adequately addressed	x	x	x	x
38	Assist the Executive Director in preparation for a Board Workshop in late fall 2006.	Coordination	Setting Up board Workshop in late November/early december 2006		x		

**X**    *Original Workplan*  
**X-R**    *Revised in February 2007*  
**(X)**    *Deleted in February 2007*

**Table 3: Programming Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Finalize funding agreements with MTC and Caltrans on swaps	Manage/Deliver product	MTC adopts swap strategy for TEA and STP/CMAQ funds, allowing obligation to proceed	x	X-R		
2	Manage Measure A application/allocation/ and funding agreement process	Manage/Deliver Product	Process requests for funds thru TAM Board, finalize local sponsor agmnts	x	x	X-R	X-R
3	Monitor delivery of Measure A programs & projects/ assure adher. to Strategic Plan policies	Manage/Deliver Product	Assure delivery of prior phase work when funds requested	x	x	x	x
4	RTIP : respond to state budget or CTC Allocation Plan policies/ apply for fund allocations	Manage/Deliver Product	Apply for STIP funds for Hwy 101, coordinate with MCTD for PTA funds	x	X-R	X-R	X-R
5	RTIP : manage Call for Projects for 2008 STIP cycle/ recommend programming to MTC	Manage/Deliver product	Begin call for projects for 2008 STIP				x
6	County TE Program: manage Call for Projects and programming action	Manage/Deliver Product	Begin call for projects for 2008 STIP				x
7	Manage TFCA Program	Manage/Deliver product	Conduct Call for Projects, adopt program of projects, process billings		x	x	X-R
8	Program Regional Bicycle and Pedestrian Program funds	Manage/Deliver product	TAM board adoption of program of projects for County Bike/ped		x	X-R	
9	Manage TDA Article 3 - Inventory of bike path maintenance needs	Manage/Deliver product	TAM board adoption of program of projects		x	X-R	X-R
10	Track and respond to new or revised delivery requirements on fund sources	Manage/Deliver Product	Ongoing changes in fed fund reqts; react to State legisla. such as GO bond	x	x	x	x
11	TLC/HIP- coordinate with sponsors to assure SB 45 and AB 1012 deadlines are met	Manage/Deliver Product	Ongoing representation of local sponsors activity/resolve issues	x	x	x	x
12	Manage use of federal earmarks coming to TAM- program/obligate/track expenditures	Manage/Deliver Product	Startup of activity by TAM on Marin Sonoma Narrows	x	X-R	X-R	X-R

**Table 3: Programming Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
13	STP Local Streets and Roads Rehab- assure sponsors meet AB1012 requirements	Manage/Deliver Product	Ongoing representation of local sponsors activity/resolve issues	x	x	x	x
14	Amend Revenue and Expenditure element of Strategic Plan	Manage/Deliver Product	Update to R&E element by FY 2007-08 allocation cycle		X-R	X-R	x
15	Manage RM2 funded projects	Manage/Deliver Product	Meet RM2 1/4'ly reporting reqts, update MTC IPR as needed/ req. funds	x	x	x	x
16	Manage website information	Manage/Deliver product	Ongoing updates to Website info / format adjustments as needed	x	x	x	x
17	Manage monitoring and reporting requirements from granting agencies	Manage/Deliver product	Manage misc reporting reqts as needed (TFCA, STP local roads,	x	x	x	x
18	Prepare federal fund requests as needed	Manage/Deliver product	Ongoing, for fed funds coming to TAM, such as earmarks, CMAQ for Hwy 101	x	x	x	x
19	Prepare TIP amendments and updates	Manage/Deliver product	Ongoing mgmnt of TAM needs & coord.w/ local sponsors in Marin on TIP	x	x	x	x
20	Announce/support/coordinate local agency grant subm. to statewide & regional programs	Oversight/Coordination	Assist with ongoing grant oppy's, seeking out candidates & supporting applica.	x	x	x	x
21	Track legislation affecting funding ; react appropriately	Oversight/Coordination	Work w/TAM and County legislative outreach on issue of concern to TAM	x	x	x	x
22	Participate in statewide & regional committees related to programming	Coordination	Ongoing coordination within region and with fellow CMA's	x	x	x	x
23	Infrastructure Bond (CMIA, SLPP, etc.) coordination at regional & state level	Coordination	Ongoing coordination within region and with fellow CMA's		X-R	X-R	X-R

**X Original Workplan**

**X-R Revised in February 2007**

**(X) Deleted in February 2007**

**Table 4: Project Delivery Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Deliver Hwy 101 Bike/Ped & Soundwall project at Puerto Suello hill	Manage/Deliver product	Advertise project	x		X-R	
2	Hwy 101 HOV Gap Closure construction oversight	Manage/Deliver product	Ongoing resolution of construction issues/minimize cost to TAM	x	x	x	x
3	Hwy 101 HOV Gap Closure: manage public outreach / consultant contract	Manage/Deliver product	Ongoing coordination with elected's, businesses,residents, travelling public	x	x	x	x
4	Hwy 101 HOV Gap Closure: Respond to public and media inquiries	Manage/Deliver product	Ongoing information sharing on construction events and traffic sequencing	x	x	x	x
5	Measure A: Manage TAC Major Roads role in providing input to project scope	Manage/Deliver product	Complete scope approval process through local agency, TAC and TAM		x	x	X-R
6	Measure A: finalize Major Road projects;track local approval / resolve issues	Manage/Deliver product	TAM adoption of Measure A Major Road project scope, costs, and schedules	x	x	X-R	X-R
7	Measure A: assure Measure A funds spent to deliver approved project scope	Manage/Deliver product	Ongoing monitoring of projects through Environmental, design, and construction	x	x	x	x
8	Measure A: Manage implementation of Safe Pathways projects	Manage/Deliver product	Finalize scoping of projects, approval thru TAM, coordinating with local agency on implementation		x		X-R
9	Manage Project Management Oversight (PMO) Contract- TAM	Manage/Deliver product	Implement consultant support for peak workload		x	X-R	
10	Develop and Manage Project Delivery Support Oncall Contract- Locals	Manage/Deliver product	Complete consultant selection, finalize local procedures and draft agreement, enable local agency usage		x		X-R
11	Provide federal-aid delivery support to sponsors for all CMA funded programs	Manage/Deliver product	Conduct project delivery workshop, assure FFY 06 andf 07 milestones met, assure no federal funds are lost	x	x	x	x
12	Provide delivery support to sponsors for other TAM programs: TFCA, TDA	Manage/Deliver product	Assure delivery of TFCA projects, assure all TFCA funds are utilized; assure delivery of TDA projects	x	x	x	x

**Table 4: Project Delivery Function Work Plan for FY 2006-07**

Ref #	<u>Workplan for FY 2006-07</u>	<u>Level of responsibility</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
13	Manage the RM2 program in Greenbrae Corridor- Hwy 101 and 580 improvements	Manage/Deliver product	Complete Task Order 1, manage consensus process, identify discrete projects, begin environmental document work		X-R	X-R	x
14	Manage the RM2 program in Greenbrae Corridor - East Sir Francis Drake	Manage/Deliver product	Complete roadway improvements	x			
15	Manage the RM2 program in Greenbrae Corridor - Cal Park Hill Multi-Use Pathway	Manage/Deliver product	Complete Design, Advertise Project		x	x	X-R
16	Manage the RM2 program in Greenbrae Corridor - Central Marin Ferry Connection	Manage/Deliver product	Complete Task Order 1, manage consensus process, begin environmental document work			X-R	x
17	Oversee Marin Sonoma Narrows environmental and project design delivery	Manage/Deliver product	Complete funding and phasing determination, assure broad circulation of Draft EIS/EIR, select preferred alternative			X-R	x
18	Manage Disadvantaged Enterprise Program (DBE)	Manage/Deliver product	Update TAM DBE program for FFY 06-07		x	X-R	X-R
19	Assist local agencies to resolve issues on local projects involving Caltrans	Manage	Ongoing support of delivery of federal aid projects	x	x	x	x
20	Collect annual road survey data from streets and town for MTC	Manage	Annual submittal of 13 surveys		x	X-R	
21	Assist communication betw Caltrans & community re:maintenance/ SHOPP projects	Manage	Update TAM Board and Local Agencies on adopted 2006 SHOPP- monitor delivery of SHOPP projects	x	x	x	x
22	Participate in regional committees related to project delivery	Coordinate	Monitor federal, state, and regional project delivery requirements, work withy localsd to assure delivery	x	x	x	x
23	Manage website and other public information	Manage/Deliver product	Ongoing updates to Website info / format adjustments as needed	x	x	x	x

**X**    *Original Workplan*  
**X-R**    *Revised in February 2007*  
**(X)**    *Deleted in February 2007*